

Detailed Guide to the Online Process

Please read the whole guide before going to the online application site. You may wish to print it for reference while you complete the application process

Our online process will create a portfolio for your application at <https://mt.slideroom.com>. This process requires:

- A PC or a Mac. (Firefox users, please note that your browser is not fully compatible with the online application site.)
- Access to high speed internet. Unfortunately, dial-up connections will not work well with this system. A list of sites offering public access to computers with high-speed internet service and free Wi-Fi access in your part of the state can be downloaded at <http://www.art.mt.gov/artists/PublicInternet.xls>
- An email account (Please note that Hotmail accounts are not compatible with this system.)
- Adobe Flash Player (version 9 or higher)
- A pdf conversion program

FREE resources:

- Free email accounts are available from <http://mail.google.com>; <http://www.mail.com> or <http://mail.yahoo.com>
- To download Adobe Flash Player, go to <http://www.adobe.com/products/flashplayer/>
- To download a pdf converter, go to http://www.download.com/CutePDF-Writer/3000-6675_4-0206470.html

This software comes with easy-to-follow instructions. If you need additional technical assistance with this, email support@slideroom.com. Their friendly support people will get back to you swiftly and will phone you if necessary.

Artwork samples and parameters:

A minimum of one (1) and up to twenty two (22) samples representing no more than ten (10) artworks must be uploaded for the selection committee to review. These may be either:

- **Images in jpg format** no larger than 1280 x 1280 px @ 72 dpi. Each image file cannot be larger than 2MB. (To check image size: open the image, right click your mouse and go to "Properties.")
- **Video clips saved as mov, wmv, or flv files.** These cannot be larger than 20MB each.

Required documents:

You will need to prepare the following two documents, convert each to separate pdf documents that are no larger than 10MB each. Save them on your hard drive or portable memory device so they can be uploaded to your application:

1. Your **résumé or bio** (2 page maximum.).
2. A **cover letter** explaining why you would like to participate and how you plan to carry out the project (2 page maximum.)

Your application will not be complete without a **Budget Detail** itemizing full budget information for up to ten proposals. Go to: [https:// www.art.mt.gov/artists/artists_percent_Kalispell.asp](https://www.art.mt.gov/artists/artists_percent_Kalispell.asp) to download the form. Copy and complete one form for each proposal and send them as attachments in one email message to cstiles@mt.gov by the online application deadline.

How to create your application portfolio:

Step 1: You must register and create an account in order to submit your application. To do this, go to the Montana Arts Council Percent for Art page at http://www.art.mt.gov/artists/artists_percent_Kalispell.asp and click on the application link at the bottom which will take you to <https://mt.slideroom.com/app/Applicant.aspx>.

Here you will be asked for your email address and a password (one letter or number minimum) to secure your application account. When you click on "save", you will see a confirmation message and an email will quickly arrive in your Inbox with the subject line: Welcome to SlideRoom.com!

Click on the link in the email message to activate your account and you will get a confirmation screen. Follow the "click here" link to the application website, then log-in on the right of the screen using your email address and password. An online instruction guide on this log-in page can be opened by clicking the **Help** button at the bottom of the screen.

Whenever you wish to revisit your application portfolio you must log-in the same way. Your entry will be automatically saved and you can go back as often as you like to edit and upload until you click the Submit Portfolio button. We suggest that you bookmark the website for convenience.

Step 2: You are now at the **Choose Program** screen. In the gray box at the top of the left sidebar, click on the blue title **Select a Program** to read the guidelines for the DNRC & DEQ Co-Location Building Percent-for-Art Project, Kalispell. Then click the "select" button beneath the guideline window.

For help with any step once you have logged in, click the "Support" lifebelt button at top right for quick help topics or email support.

Step 3: Next, click on the blue **Manage Portfolio** link on the sidebar to locate the 1 - 22 artwork samples that you have prepared for your application and saved on your computer or electronic storage device.

In the sidebar there will be a pale blue window with three buttons beneath it. Click on the left button marked "browse" and a new window will open showing the contents of your computer and any portable memory devices plugged in to it. Navigate to the file you want, left click to select it and then click "Open" at the bottom right of the window in the sidebar. The name of the file will then appear in the window. To upload it, click on the name of the file so that it shows bright blue and click the upload button. It may also be removed by selecting in the same way and clicking "remove."

Locate and upload your pdf format cover letter and resumé/bio in the same way. Each time a pdf item is successfully uploaded, an Adobe icon representing it will appear in the main black "Gallery" area. When an image is uploaded, a thumbnail of it will appear; for video clips, a thumbnail of the first frame. Each uploaded item will have an "i" in a small blue circle in one corner to remind you to label it, so double-click on the "i" to add details in all fields.

Please note: in the description box for each uploaded image file the first entry must be either "For Sale", "Example NFS", or "Conceptual Illustration", as applicable. Additional information about the artwork should be added thereafter. Then click on "save".

When you have uploaded all items, you can reorder them by right-clicking on an item and dragging it to a new position in the gallery. You should ensure that the first item in the top row of your gallery is a jpg image as this will appear on your portfolio cover in the application index seen by the selection committee.

Step 4: To this point, icons representing each uploaded item will appear together in the default "Gallery" view. Using the two buttons labeled "Gallery" and "Slideshow" above the main part of the screen and to the right of the left sidebar, you can switch between views. You should test the pdf documents to ensure that they open successfully. To do this, click on the "Slideshow" button to view each uploaded item individually and then on the "Launch pdf viewer" button below the Adobe icon. The site will tell you if there is a problem and if you need to delete an item from your gallery, click the "Delete Item" button on the toolbar to the right of the Gallery/Slideshow buttons.

When the artwork samples and required pdf documents are all labeled and you are satisfied that all documents are operative, click on **Complete DNRC/DEQ Form** at the very bottom of the left sidebar. Here you will answer questions about your proposals. These questions are also listed in the Percent for Art Application Guidelines at http://www.art.mt.gov/artists/artists_percent_Kalispell.asp. Enter your responses by clicking on an answer field and typing, or cutting and pasting text from another document.

Step 5: When you are satisfied that your application is complete, click the **Submit Portfolio** button in the top right corner of the screen. If any area still needs attention, you will get an onscreen message with further instructions.

If the application meets all guidelines, a window appears allowing you to review it one last time. If everything looks correct, click "submit". This will bring up a secure, standard credit card screen for you to make payment (\$10.) After payment is made you will see an on-screen confirmation of successful submission containing your confirmation number and the opportunity to print an inventory of your application. A confirmation will also be emailed by SlideRoom to the address you gave when you created your account.

Please be aware once you click Submit Portfolio no further visits can be made to your application. The online application site contains full instructions and technical help is at hand throughout.

And a last reminder: don't forget to email your Budget Detail forms to reach cstiles@mt.gov by the August 9th deadline!

For technical assistance with the online process, send an email to support@slideroom.com. You can request that they call you if that is your preference.

If you have other questions about the DNRC & DEQ Co-Location Building Percent-for-Art Project in Kalispell that are not technology-related, please contact khurtle@mt.gov , (406) 444-6639 or (406) 444-6430.